



Office of Human Resources and Student Services

**Administrative Vacancy Notice
2014-2015 School Year**

Director of Operations and Business Services

Orange City School District is seeking an outstanding candidate for the position of Director of Operations and Business Services. The position will include supervision of classified personnel and business operations in the areas of transportation, food service, buildings and grounds.

The yearly contract duration will be for 260 days beginning August 1, 2014. Orange Schools will offer a competitive salary and fringe benefits package based on the educational level and administrative business experience of the successful candidate.

Qualifications:

- Bachelor's Degree in Business, Finance, Engineering, Education or other related field required.
- Experience as Business Manager or similar position required.
- Experience in remodeling and construction of public facilities and related tasks, (specification development, ascertainment of bids, etc.) required.
- Proven ability in supervising buildings and grounds, transportation and food service required.
- Strong interpersonal and communication skills required.
- Demonstrated organization and management abilities required.
- Master's Degree in Education Administration or Business Management preferred.
- Valid Ohio Superintendent's certificate preferred.
- Valid Ohio Business Manager's certificate/License preferred.

Salary Range: \$100,000 - \$115,000

Applicants **currently employed** with the Orange City School District should indicate their interest via our online application process located at <http://www.orangeschools.org/district/employment>, click on the internal applicant link and submit the required information and supporting materials by noon on July 25, 2014.

Applicants should visit <http://www.orangeschools.org/district/employment> and submit an application and supporting materials by noon on July 25, 2014.

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all applicants, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, military, or social or economic background.